



# Resident Application Requirements Checklist (12/2017)

## OFFICE USE ONLY

APPLICANT NAME	RECEIVED BY AND DATE	APPROVED BY AND DATE
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## Thank you for your interest in the Telluride Housing Department!

This checklist provides a summary of the items required to be approved as a resident or to be placed on the waiting list.

### Applications will not be accepted until all required items are completed

This application is for:

- \_\_\_\_\_ Shandoka \_\_\_\_\_ Virginia Placer \_\_\_\_\_ Boarding House \_\_\_\_\_ Tiny Homes  
\_\_\_\_\_ Additional Resident for a New Apartment Offer (New Apartment \_\_\_\_\_)  
\_\_\_\_\_ Change of Tenant for an Existing Lease (Apartment \_\_\_\_\_)  
\_\_\_\_\_ Apartment Transfer for an Existing Tenant (Current Apartment \_\_\_\_\_)

Required items to be **considered for all housing**:

- \_\_\_\_\_ Resident Application Form  
\_\_\_\_\_ Signed Release of Rental History, Credit and Background Information  
\_\_\_\_\_ Verification of Employment (or of alternative qualification standard)  
\_\_\_\_\_ Notarized Lawful Presence Affidavit completed by the Town Clerk's Office  
\_\_\_\_\_ Receipt of Certificate of Lawful Presence from the Town Clerk's Office  
\_\_\_\_\_ Copy of current Photo ID  
\_\_\_\_\_ \$10 Waiting List Fee

At the time of a New Apartment Offer, Waiting List applicants will also be asked to provide:

- \_\_\_\_\_ \$40 Background Check Fee (can be billed to apartment account for Tenant Changes)

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- \_\_\_\_\_ Compliance with current Qualification Policy (Approved by \_\_\_\_\_ Date \_\_\_\_\_)  
\_\_\_\_\_ Approved Credit and Background Check (Approved by \_\_\_\_\_ Date \_\_\_\_\_)  
\_\_\_\_\_ Approved Rental Reference Check (Approved by \_\_\_\_\_ Date \_\_\_\_\_)  
\_\_\_\_\_ Approved Property Ownership Check (Approved by \_\_\_\_\_ Date \_\_\_\_\_)



## 2018 Shandoka Rents

	12 Mo Lease	6 Mo Lease	MtM Extension				
	All Tenants	All Tenants	All Tenants	New Deposit	Minimum Income	Income Limit Household	Income Limit Bedroom
Unit Type	2018	2018	2018	2018	2018	2018	2018

### Phase I - Buildings A & B

1 Bedroom/1 Bath	\$838.00	\$859.00	\$880.00	\$1,257.00	\$26,397.00	\$52,794.00	\$52,794.00
2 Bedroom/1 Bath	\$1,115.00	\$1,143.00	\$1,171.00	\$1,673.00	\$35,122.50	\$70,245.00	\$35,122.50
3 Bedroom/1 Bath	\$1,435.00	\$1,471.00	\$1,507.00	\$2,153.00	\$45,202.50	\$90,405.00	\$30,135.00
4 Bedroom/2 Bath	\$1,616.00	\$1,656.00	\$1,697.00	\$2,424.00	\$50,904.00	\$101,808.00	\$25,452.00

### Phase II - Buildings C, D & E

1 Bedroom/1 Bath	\$838.00	\$859.00	\$880.00	\$1,257.00	\$26,397.00	\$52,794.00	\$52,794.00
2 Bedroom/1 Bath	\$1,115.00	\$1,143.00	\$1,171.00	\$1,673.00	\$35,122.50	\$70,245.00	\$35,122.50
2 Bedroom/2 Bath/Loft	\$1,283.00	\$1,315.00	\$1,347.00	\$1,925.00	\$40,414.50	\$80,829.00	\$40,414.50
3 Bedroom/1 Bath	\$1,435.00	\$1,471.00	\$1,507.00	\$2,153.00	\$45,202.50	\$90,405.00	\$30,135.00
3 Bedroom/2 Bath/Loft	\$1,541.00	\$1,580.00	\$1,618.00	\$2,312.00	\$48,541.50	\$97,083.00	\$32,361.00

### Phase III - Building F

2 Bedroom/1 Bath	\$1,150.00	\$1,179.00	\$1,208.00	\$1,725.00	\$36,225.00	\$72,450.00	\$36,225.00
3 Bedroom/2 Bath	\$1,466.00	\$1,503.00	\$1,539.00	\$2,199.00	\$46,179.00	\$92,358.00	\$30,786.00
4 Bedroom/2 Bath	\$1,648.00	\$1,689.00	\$1,730.00	\$2,472.00	\$51,912.00	\$103,824.00	\$25,956.00

### Phase IV - Buildings G & H

1 Bedroom/1 Bath	\$872.00	\$894.00	\$916.00	\$1,308.00	\$27,468.00	\$54,936.00	\$54,936.00
2 Bedroom/1 Bath	\$1,150.00	\$1,179.00	\$1,208.00	\$1,725.00	\$36,225.00	\$72,450.00	\$36,225.00
3 Bedroom/2 Bath	\$1,466.00	\$1,503.00	\$1,539.00	\$2,199.00	\$46,179.00	\$92,358.00	\$30,786.00

*Separate Storage Included in Rent*

### Storage Units

Small	\$25.00
Medium	\$30.00
Large	\$35.00

*Effective January 1, 2018 or upon Lease renewal*

*Rent includes Heat, Hot & Cold Water, Sewer, Trash and Recycling*

## 2018 Virgina Placer Rents

Unit Type	12 Mo Lease	6 Mo Lease	MtM Extension	New Deposit	Minimum Income	Max Income/ Household	Max Income/ Bedroom
	All Tenants	All Tenants	All Tenants				
Building One							
Studio	\$850.00	\$871.00	\$893.00	\$1,275.00	\$26,775.00	\$53,550.00	\$53,550.00
2 Bedroom/1 Bath	\$1,400.00	\$1,435.00	\$1,470.00	\$2,100.00	\$44,100.00	\$88,200.00	\$44,100.00
2 Bedroom/1.75 Bath	\$1,430.00	\$1,466.00	\$1,502.00	\$2,145.00	\$45,045.00	\$90,090.00	\$30,030.00

*\*Rent includes heat, hot & cold water, sewer, trash and recycling. Tenants are responsible for electric.*

*\*Separate storage included in rent*

### Tiny Homes

190sf/100sf Loft	\$700.00	\$718.00	\$735.00	\$1,050.00	\$22,050.00	\$44,100.00	\$44,100.00
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*\*Rent includes hot & cold water, sewer, trash and recycling. Tenants are responsible for electric and gas.*

### Boarding House

Rents Coming Soon!

*\*All leases are required to start with a one year term. After the renewal process other options are available.*



**Resident Application  
Form  
(12/2017)**

*Required for each Occupant, 18 years and older for New Leases, Waiting Lists and Change of Tenancy*

APPLICANT NAME			DATE	
CURRENT MAILING ADDRESS		CITY, STATE, ZIP		
CURRENT PHYSICAL ADDRESS		CITY, STATE, ZIP		
HOME PHONE	CELL PHONE	WORK PHONE		
DATE OF BIRTH	SOCIAL SECURITY NUMBER	EMAIL ADDRESS		
CONTACT PREFERENCE	____ HOME PHONE	____ CELL PHONE	____ WORK PHONE	____ EMAIL

**APARTMENT PREFERENCES**

SHANDOKA APARTMENTS	____ 1BR ____ 2BR ____ 3BR ____ 4BR	IDEAL MOVE IN DATE
VIRGINIA PLACER APARTMENTS	____ STU ____ 2BR ____ BH ____ TINY HOME	

**OTHER HOUSEHOLD MEMBERS**

*Maximum Occupancy is two persons per bedroom*

NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
NAME	RELATIONSHIP	AGE _ 0-17 _ 18-64 _ 65 +
____ NONE      ____ OTHER RESIDENTS ARE UNKNOWN AT THIS TIME		

**EMERGENCY CONTACT INFORMATION**

NOTIFY IN EMERGENCY	PHONE
NEAREST RELATIVE NOT LIVING WITH YOU	RELATIONSHIP
ADDRESS	PHONE

**TELLURIDE HOUSING DEPARTMENT USE ONLY**

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## RENTAL HISTORY

Have you been a resident before? (Check one)

\_\_\_\_\_ Yes

\_\_\_\_\_ No

IF YES, DATES OF RESIDENCE	REASON FOR LEAVING:
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PREVIOUS OR CURRENT LANDLORD NAME	MONTHLY RENT	LANDLORD PHONE
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RENTAL ADDRESS	CITY, STATE, ZIP
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DATES OF RESIDENCE:	REASON FOR LEAVING:
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PREVIOUS LANDLORD NAME	MONTHLY RENT	LANDLORD PHONE
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RENTAL ADDRESS	CITY, STATE, ZIP
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DATES OF RESIDENCE:	REASON FOR LEAVING:
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## EMPLOYMENT & INCOME - PREVIOUS 12 MONTHS

What was your gross income for the previous calendar year?

\$ \_\_\_\_\_

What is your expected gross income for the current calendar year?

\$ \_\_\_\_\_

EMPLOYER		JOB TITLE
ADDRESS		PHONE

AVERAGE HRS / WK	HOURLY PAY	_____ Year-round _____ Seasonal (Check one)
FROM	TO	

EMPLOYER		JOB TITLE
ADDRESS		PHONE

AVERAGE HRS / WK	HOURLY PAY	_____ Year-round _____ Seasonal (Check one)
FROM	TO	

EMPLOYER		JOB TITLE
ADDRESS		PHONE

AVERAGE HRS / WK	HOURLY PAY	_____ Year-round _____ Seasonal (Check one)
FROM	TO	

EMPLOYER		JOB TITLE
ADDRESS		PHONE

AVERAGE HRS / WK	HOURLY PAY	_____ Year-round _____ Seasonal (Check one)
FROM	TO	

## CERTIFICATION OF ELIGIBILITY TO OCCUPY

I certify that the information contained in this application is true and complete. I further certify that:

**1** Neither I, my spouse, my dependents nor any other occupant of the unit owns improved residential property within the boundaries of the Telluride R-1 School District.

**2** I am a qualified resident based on one of the following criteria **(CHECK ONE):**

- ☐ **(Shandoka Apartments)** I have been employed within the boundaries of the Telluride R-1 School district for at least 1000 hours in the previous 12 months or can demonstrate intent to do so within the following 12 months.
- ☐ **(Virginia Placer / Tiny Homes)** I have been employed within the boundaries of the Telluride R-1 School district for at least 12 months with a minimum of 1400 hours worked.
- ☐ I am over 65 or have a disability and I have lived within the boundaries of the Telluride R-1 School district for the previous 12 months or longer.
- ☐ I have been issued a HUD rental subsidy voucher which is allowed to be used within San Miguel County.

**3** I am a legal resident of the United States.

**4** The total gross income of my household does not/will not exceed the income limit for my intended residence at time of move in.

I understand that all of the above certifications must remain true for the duration of my residency and that the Telluride Housing Department may either terminate or decline to renew my lease if these certifications are no longer true.

I understand that the Telluride Housing Department may at any time undertake an independent investigation of the facts contained in my application. I understand that any misrepresentation made in this application is cause for denial of tenancy or immediate termination of my lease.

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Applicant Signature

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Date



## Release of Information (12/2017)

### OFFICE USE ONLY

APPLICANT NAME

FEE PAID AND DATE

### AUTHORIZATION TO RELEASE INFORMATION

I authorize Telluride Housing Department, on behalf of the Telluride Housing Authority, to undertake an independent investigation of the facts contained in and related to all parts and attachments of my Resident Application in order to officially determine eligibility to occupy a rental unit per the Telluride Housing Authority Employee Qualification and Waiting List Policy. This investigation may include but is not limited to:

1. Contacting current and previous employers to verify employment dates, hours and pay rate.
2. Contacting current and previous landlords to verify residency dates, payment history, lease compliance and care of property.
3. Reviewing publicly available San Miguel County property records.
4. Reviewing publicly available records of local law enforcement.
5. Requesting an online background check that includes credit history, rental history, criminal background and multi-state sex-offender status. Telluride Housing Department currently uses CoreLogic SafeRent for this purpose. Additional information about this service is available online at: <http://www.corelogic.com/landing-pages/SafeRent-Consumer.aspx>

This authorization continues throughout my residency at any rental with the Telluride House Department and expires when my lease ends and I have vacated and surrendered the premises.

I understand that Telluride Housing Department reserves the right to deny occupancy to any Applicant or terminate the lease of any Resident due to failure to meet the criteria of the Qualification Policy, misrepresentation of facts on the Application, or any other reason that in the sole judgment of Shandoka Apartments indicates potential risk to the facility, to the health, safety and quiet enjoyment of the residents or in any other way indicates that the Applicant or Resident is a poor fit with the rental housing community.

**I hereby authorize the individuals contacted in this investigation to release relevant information to Telluride Housing Department.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Telluride Housing Authority (THA) EMPLOYMENT CERTIFICATION

(rev. 12/2017)

**Attention Employer:** Your current or future employee wants to rent/is renting with Telluride Housing Department. To do so, the individual's employment status and income must meet the eligibility requirements specified by the Town of Telluride. Please provide the following information completely and accurately. If you have any questions, please call (970) 728-3034 x1.

## **Release of Employment Information**

I authorize the below-named Employer to release any and all information requested by the Telluride Housing Authority (THA) or its Designee for the purpose of verifying my employment. This authorization will terminate immediately upon the expiration of my Lease.

*Yo autorizo al Empleador mencionado abajo para liberar cualquier y toda información solicitada por el Telluride Housing Authority (THA) o su designado con el propósito de verificar mi empleo. Esta autorización terminará inmediatamente después de la expiración de mi contrato.*

Employee's Signature/Firma de Empleado \_\_\_\_\_

\_\_\_\_\_ Date/Fecha

## **TO BE COMPLETED BY EMPLOYER:**

Employee Name \_\_\_\_\_

Title/Position Held \_\_\_\_\_

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Date Employee began/will begin employment \_\_\_\_\_

If no longer employed by you, the Employee's last date of employment was \_\_\_\_\_

Employee's position is:

\_\_\_\_\_ Year Round \_\_\_\_\_ HOURS per Week \_\_\_\_\_ WEEKS per Year

\_\_\_\_\_ Winter Seasonal \_\_\_\_\_ HOURS per Week

beginning date \_\_\_\_\_ ending date \_\_\_\_\_

\_\_\_\_\_ Summer Seasonal \_\_\_\_\_ HOURS per Week

beginning date \_\_\_\_\_ ending date \_\_\_\_\_

Employee is paid: \$\_\_\_\_\_per Hour **OR** Salary of \$\_\_\_\_\_per \_\_\_\_\_

Employee is paid:\_\_\_\_\_Weekly \_\_\_\_\_Bi-weekly \_\_\_\_\_Twice per month \_\_\_\_\_Monthly

Gross wage: \$\_\_\_\_\_per pay period

Does Employee receive tips?\_\_\_\_\_Yes \_\_\_\_\_No

Estimated tips: \$\_\_\_\_\_per pay period

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I certify that the above is true and correct to the best of my knowledge.

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact Phone #

\_\_\_\_\_  
Contact Email

**LAWFUL PRESENCE AFFIDAVIT**  
**MUST BE COMPLETED BY TOWN CLERK'S OFFICE**

I, \_\_\_\_\_ swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

\_\_\_\_\_ I am a United States citizen, or

\_\_\_\_\_ I am a legal Permanent Resident of the United States, or

\_\_\_\_\_ I am otherwise lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statutes 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Per HB 06S-1023 and the Colorado Department of Revenue Emergency Rules for Lawful Presence, you must provide one of the following IDs.

- Valid Colorado Driver's License (current)
- Valid Colorado ID card (current)
- U.S. Military Card or Military Dependent ID Card
- Coast Guard Mariner Card
- Native American Tribal Document

**Other Forms of Identification Accepted**

- Certificate verifying naturalized status w/ photo and embossed seal of issuing agency
- Certificate verifying United States citizenship w/photo and embossed seal of issuing agency
- Valid driver's license or ID card w/photo issued by a state that verifies lawful presence (see back).
- Valid immigration documents demonstrating lawful presence and verified through the Systematic Alien Verification for Entitlements system (see back).

County of \_\_\_\_\_  
State of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

by \_\_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL.

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(My Commission Expires)

(seal)

LAWFUL PRESENCE AFFIDAVIT  
(Page 2)

**Driver's License/ID's Acceptable States**

<u>Alabama</u>	<u>Missouri</u>
<u>Alaska</u>	<u>Montana</u>
<u>Arizona</u>	<u>Nevada</u>
<u>Arkansas</u>	<u>New Hampshire</u>
<u>California</u>	<u>New Jersey</u>
<u>Colorado</u>	<u>New York</u>
<u>Connecticut</u>	<u>North Carolina</u>
<u>Delaware</u>	<u>North Dakota</u>
<u>District of Columbia</u>	<u>Ohio</u>
<u>Florida</u>	<u>Oklahoma</u>
<u>Georgia</u>	<u>Oregon</u>
<u>Idaho</u>	<u>Pennsylvania</u>
<u>Indiana</u>	<u>Rhode Island</u>
<u>Iowa</u>	<u>South Carolina</u>
<u>Kansas</u>	<u>South Dakota</u>
<u>Kentucky</u>	<u>Tennessee</u>
<u>Louisiana</u>	<u>Texas</u>
<u>Maine</u>	<u>Vermont</u>
<u>Massachusetts</u>	<u>Virginia</u>
<u>Michigan</u>	<u>West Virginia</u>
<u>Minnesota</u>	<u>Wisconsin</u>
<u>Mississippi</u>	<u>Wyoming</u>

**The following documents are acceptable as proof of lawful presence pursuant to AG Order Number 2129-97**  
**(Must bear a photo of the applicant)**

- Copy of birth certificate from any state, DC and all US territories
- US Passport, except for "limited" (issued for less than five years)
- Report of Birth Abroad (form FS-20)
- Certificate of Birth issued by foreign service post
- Certificate of Naturalization (N-550 or N-570)
- Certificate of Citizenship (N-560 or N-561)
- US Citizen ID Card (I-97)
- Unexpired Foreign Passport accompanied by an "I-94" (look for until date)
- Unexpired Foreign Passport bearing unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa
- "I-94" with refugee or asylum status
- Unexpired "Resident Alien" card or "Employment Authorization" card.

# **Telluride Housing Department**

## **Application, Waiting List and Leasing Procedures**

(rev. 12/2017)

### **Applications and Waiting List**

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1. All prospective tenants must submit a COMPLETE application with a \$10.00 application fee. Submitted applications are reviewed for eligibility and if qualified, the applicant's name is placed on the waiting list as of the date of receipt.
2. **It is the applicant's responsibility to inform the office of changes in contact information.** Staff will contact applicants by phone or email to advise them of upcoming apartment availability. Failure to respond to an attempted contact to make an apartment offer will result in removal from the waiting list.
3. THD Office typically sends a letter via US Mail twice per year asking applicants to confirm their desire to stay on the waiting list. **Failure to respond to a confirmation letter will result in removal from the waiting list.**

### **Eligibility**

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4. All prospective tenants must meet the requirements of the rental qualification Policy. Eligibility is based on one of the following criteria:
  - a. For Shandoka Apartments working at least 1000 hours and for Virginia Placer and Tiny Homes working at least 1400 hours per year within the boundaries of the Telluride R-1 School District; or,
  - b. Being elderly or having a significant disability that prevents meeting the employment requirement; or,
  - c. Having a current rental subsidy voucher issued by HUD.Prospective tenants may not own improved residential property within the boundaries of the Telluride R-1 School District.
5. All prospective tenants must demonstrate Lawful Presence in the United States. Lawful Presence may only be certified in person at the Telluride Town Clerk's office.
6. The total yearly income for all apartment occupants may not exceed five times the yearly housing cost of the apartment, this includes rent plus utilities. See the Rent Schedule for the limits that apply to specific apartment types.

### **Apartment Offers**

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7. When a waiting list applicant is advised of upcoming availability, they will have at least one business day to respond before the apartment is offered to the next applicant. Failure to respond will result in removal from the waiting list.
8. Telluride Housing Department only offers 12-month lease agreements to new tenants and there is no sub-letting allowed.
9. If an applicant accepts the offer of a lease for the apartment, the applicant must:
  - a. Submit completed applications for all prospective adult occupants of the apartment. All prospective tenants must agree to a background check including rental history, income, credit and criminal record. THD may choose to deny a lease based on the results of the background check (see additional information below).
  - b. A background check fee will be charged for each prospective tenant as set by current THD policy (currently \$20.00 and subject to change without notice).
  - c. Rental units may require execution of a Pre-lease Agreement including payment of \$250.00 towards the security deposit to hold the apartment.
10. Upon occupancy of the apartment, the tenant is required to pay the greater of:
  - a. one full month of rent; or,
  - b. the first month's rent in full (prorated if the move-in date is in the middle of the month) plus the required initial payment toward the security deposit plus any applicable fees.
11. The required security deposit is 1.5 times the monthly rent, due upon occupancy of the apartment. Prospective tenants with good credit and rental history as determined by THD may choose to pay one third of the security deposit at move-in with the remainder due within the next two calendar months following move-in. THD charges a one-time non-refundable \$25.00 finance charge to set up a security deposit payment plan.
12. Tenants are responsible for paying for their apartment's electric service. Tenants must provide Staff with proof of electrical service as of the first day of the lease agreement.

### **Background Checks**

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13. Based on the information supplied on each prospective tenant's application, THD will perform a credit and criminal background check through [www.corelogic.com](http://www.corelogic.com).
14. The **credit check** will provide one of three recommendations:

- a. **Accept:** Prospective tenant is eligible for a security deposit payment plan
  - b. **Accept with Conditions:** Prospective tenant must pay the entire security deposit at time of occupancy
  - c. **Deny:** Poor credit or a poor history of rental payments suggests high risk of payment problems
15. The **criminal background check** will search public court records for the prospective tenant. Based on that search, THD may choose to deny a lease for a record that indicates the prospective tenant may pose a risk to the health, safety or welfare of the other residents or a risk of property damage. Reasons for denial of a lease based on criminal offenses include but are not limited to the following:
- a. Any felony involving violence, death, arson, rape, sex offenses, theft, extensive property damage, weapons, burglary, any drug related activities within the previous seven years.
  - b. Any violent felony not included above within the previous seven years.
  - c. Registered sex offenders with no time limit.
  - d. Any domestic violence conviction (felony or misdemeanor) within the previous seven years.
  - e. More than two misdemeanors involving violence, theft, assault, harassment, intimidation, property damage, drug related activities, sexual or weapons charges within the previous seven years.
  - f. Any other criminal activity which, in the judgment of THD, indicates the prospective tenant may pose a risk to the health, safety or welfare of the other residents or a risk of property damage.
16. **Household gross income** at the time of the apartment offer must be **at least 2.5 times the monthly rent**, unless the household has a current rental subsidy voucher issued by HUD, or can provide a guarantor acceptable to Shandoka.
17. **Eviction or bankruptcy** may result in denial of a lease, a requirement that the entire security deposit is paid at time of occupancy or a requirement that the prospective tenant provide a guarantor acceptable to THD.
18. **Rental references** may be used on a case by case basis to supplement the background check.
19. A copy of the background check information used to evaluate an applicant is available at [www.corelogic.com](http://www.corelogic.com) for 60 days after a determination has been made.

#### **Key Policies and Lease Provisions**

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20. The lease relationship is with the entire household as a group, not with individuals in the household. In legal terms, this is called **joint and several liability**. If one of the individuals in the household is behind in payment or violates the lease, THD will take enforcement action against the entire household, not the individual. **Please choose your roommates carefully.**
21. Telluride Housing Department only offers 12-month lease agreements to new tenants and there is no sub-letting allowed. Changes in tenants require prior approval of the Housing Manager and submission of a completed application by the new tenant. Changes in tenants require the execution of a change in tenant agreement which transfers ownership of the security deposit from old tenant to new tenant and acknowledges acceptance of the apartment in its current condition by the new tenant.
22. PETS are **NOT** allowed on the premises. THD strictly enforces this lease provision. **Any exception for service and emotional support animals requires written approval by THD in advance, including for guests.**
23. For security reasons, the THD cannot accept payments in cash. Post Office money orders are recommended if you do not have a checking account. THD does offer an on line payment system.
24. If a tenant moves out before the end of the lease term, the tenant will be responsible for payment of rent on the apartment until the lease term ends or until the apartment is rented (in addition to any maintenance and cleaning charges due as the result of the move – expect to be charged \$150-300 for carpet cleaning).
25. Tenants are required to notify Staff in writing at least 45 days prior to move out. If Tenants do not give adequate notice prior to vacating the apartment, THA shall extend the lease on a month to month basis until either sufficient notice is given or until a new Tenant is found.
26. Parking permits are available for the Shandoka lot. One permit per Tenant named on the lease is issued at no cost. The vehicle must be registered in the name of the Tenant (or in a parent's name and insured in the Tenant's name).
27. Telluride Housing Department requires a minimum of at least one qualified lease holder per bedroom.